

Cobb Gymnastics Center Registration Procedures

To Start:

Everyone needs to be entered in the CLASS registration system for the Cobb County Parks Recreation and Cultural Affairs Department.

Note:

All family members who will be registering for classes must be in this Database.

Family members will get a Login I.D. and a PIN (personal identification number)

Note:

You cannot register for a Cobb County Gymnastics class until you obtain both a Log-In ID and a P.I.N. and that can be done by going by our Gymnastics Center during business hours to enter you and your family information (this must be done in person to verify individuals as Cobb County residents or Non-Cobb residents – some programs have different fee structures for Non-Cobb residents).

Registration Procedures:

1. Go to: <http://prca.cobbcountyga.gov/gymnastics.htm>
2. Click on the **Online Registration Tab** on the left column

[General Information](#)

[Online Registration](#)

3. This takes you to the “**EZ Reg**” Home Page

4. Click on the **My Account Tab**

[Start Activities](#) [Facilities](#) [My Basket](#)

[Help Desk](#)

5. Enter the **Login ID** for a Family Member & the **PIN**

EZ-Reg : My Account : User Login

*Login ID:

*Account PIN:

Sign In

Forgot My Password

Enter your Log-in ID followed by your PIN number. Then press the Sign In button.

For Log-in ID's that begin with zero - do not enter the zeros at the

- a. Do not enter any zeros at the beginning of the **Login ID** number
- b. The **PIN** is the same for all family members

6. Click the **Activities Tab**

[Start](#)

[Facilities](#) [My Basket](#) [My Account](#) [Help Desk](#)

7. On the Right Hand Column click Gymnastics – Instructional Classes

EZ-Reg : Activities

Look up a specific item by reference number!

Barcode Number

Search

Advanced Search

Available for registration only

Gymnastics – Instructional classes

Click on the links at left to expand your search. You may optionally select a complex to narrow your search.

8. Select the course you want to register for:

- a. Tumble Kids 3, Boys Level 1, Girls Level 4,...

9. Find the **BAR CODE** of the Specific Class you want to register for

- a. Bar Codes are on the class information sheets posted each quarter
- i. Winter 2011 Lesson Schedule

10. Click **Add** in the right hand column

Course	Days	Dates & Times	Facility	Classes	Avail.	Basket
33465	Mon	01-03-11 – 02-28-11	Main Gym	9	6	
Girls Classes	Wed	3:30PM – 4:25PM	Gymnastics			
Girls Level 1 – ages 6-8		View full schedule	Center			

a. Note: if the class is full then the number in the available column will be zero or it will be blank

11. Once you hit Add you will be directed to the My Basket Screen – Use the Drop Menu to select the Family Member to enter into the class

Basket	Type Client/Team	Item	Dates & Times	Cost	Basket
	CRSE -Select A Client-	001 – Gym Kids	01-03-11 - 02-28-11 3:30PM – 4:25PM View full schedule	Total:	

a. If you need to register another family member for the SAME class the click **ADD CLIENT** in the right hand column

b. If you need to register another family member for A Different Class click

CONTINUE SHOPPING – then go back to **Step #6**

12. Once you are finished registering all the family member to all the classes you want click the **MY BASKET Tab** and then **Check Out and Pay**

Helpful Hints:

Make sure all family members are on the family account

Check your computer: make sure you can access the web site and navigate pages

- Some Computers need to enable “Cookies” (change security settings) in order to access our on-line registration pages

When entering your Login ID – do not use zero’s that are at the beginning of the ID number

Due to the High Demand for our Gymnastics classes, the Cobb County Parks Recreation and Cultural Affairs Department advises those wanting to register for gymnastics lessons to be on-line as close to the start time for registration as possible. Many of our gymnastics classes will fill up within the first couple of minutes once registration opens up. The Cobb County Computer Server can accommodate up to 200 people on-line at one time which makes registration a quicker process. However, we have a large number of people trying to register for our classes each session.

Also, if feel like you have logged-in at the appropriate registration time and classes you want are not available to be added to your basket then you may need to refresh the screen because you may have either logged in too early or the class may already be full.